

No. T-21011/3/2024-Acad.Desk  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067

Dated: 04<sup>th</sup> September, 2024

Office Memorandum

Subject: Amendment in Recruitment Rules for the post of Canteen Attendant in Non-Statutory Departmental Canteen in LBSNAA, Mussoorie - reg.

The undersigned is directed to request to upload the draft Recruitment Rules for the post of Canteen Attendant in Non-Statutory Departmental Canteen in the Lal Bahadur Shastri National Academy of Administration, Mussoorie for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent on e-mail id: 'anamika.k14@nic.in' latest by 04.10.2024.



(Deshraj Yadav)  
Under Secretary to the Govt. of India  
Tel.: 011-26194167  
E-mail: deshraj.yadav@gov.in

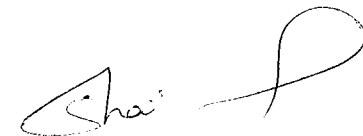
To,

All concerned Stakeholders.

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the post of Canteen Attendant in Non-Statutory Departmental Canteen in LBSNAA, Mussoorie in DoPT website.

## DRAFT SCHEDULE

| Name of Post      | Number of Post  | Classification   | Pay Band and Grade Pay                       | Whether Selection post or Non-Selection post | Age limit for direct recruits   | Educational and other qualifications required for direct recruits   | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees |
|-------------------|---|--|--|--|---|---|---|
| 1                 | 2   | 3  | 4  | 5  | 6   | 7   | 8   |
| Canteen Attendant | 5* (2024)<br><br>*Subject to variation dependent on workload. | General Central Service (Group 'C') Non-Gazetted Non-Ministerial | Level-1 of Pay Matrix in 7 <sup>th</sup> CPC | Not Applicable                               | i) 18 - 25 years, (relaxation of age limit up to 40 years for Government Servants) in accordance with the orders issued by the Central Government from time to time.<br><br>ii) In case of post filled by all-India Open Competition, it would be between 18 and 27 years.<br><br>iii) Relaxation of age limit to be provided by competent authority in case of candidates otherwise having experience in a canteen of a reputed organization.<br><br><b>Note-</b><br>i) The crucial date for determining the age limit shall be the last date upto which the | 10 <sup>TH</sup> Class pass or equivalent from a recognized board<br><br><b>Note-I:</b> Qualifications are relaxable at the discretion of competent authority in case of candidates otherwise having experience in a canteen of a reputed organization.<br><b>Note II:</b> The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority in the case of candidates belonging to SC/ST if at any stage of selection the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to be fill up vacancy reserved for them. | Not Applicable  |



|  |  |  |  |  |   |  |  |
|--|--|--|--|--|---|--|--|
|  |  |  |  |  | <p>Employment Exchange is asked to submit names.</p> <p>ii) In case post is advertised in Employment News/ Newspaper the crucial date for determining the age limit shall be last date upto which applications have been called for.</p> <p>iii) In case of recruitment is made via Staff Selection Commission, the crucial date for determining the age limit shall be as advertised by SSC.</p> |  |  |
|--|--|--|--|--|---|--|--|

| Period of Probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods | In case of recruitment by promotion/ deputation grades from which promotion/deputation to be made | If Departmental Promotion Committee exists, what is its Composition?   | Circumstances in which Union Public Service Commission is to be consulted in making recruitment |
|-----------------------------|--|---|--|---|
| 9                           | 10   | 11  | 12   | 13  |
| Two years                   | Direct Recruitment through Employment Exchange or News Paper or All India Open Competition   | Not applicable  | <p><b>Group 'C' Departmental Promotion Committee (For confirmation):-</b></p> <ol style="list-style-type: none"> <li>1. Deputy Director (Admin.) - Chairman</li> <li>2. Officer incharge Departmental Canteen - Member</li> <li>3. Deputy Director - Member</li> </ol> | Consultation with UPSC not necessary.   |

